



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PROCUREMENT TEAM MANAGER

| | | |
|---|--|---|
| Group-Section: Business Technology Group - Business Services Section | FLSA Status: Exempt Bargaining Unit: MAPA | Salary Grade: 059 Job #: TM038 |
|---|--|---|

JOB SUMMARY

Responsible for managing and supervising Metropolitan procurement function including the solicitation, acquisition, and administration of the purchase of goods and non-professional services contracts.

OVERSIGHT

Oversight Received: Receives direction from the Contracting Services Unit Manager.

Oversight Given: Manages and supervises a staff of professionals, paraprofessionals and administrative support.

JOB DUTIES

1. Reviews and approves requests for proposals, requests for quotes, and requests for bids as well as purchase orders developed by subordinate staff.
2. Meets with customers to assess their business needs, directions, and level of satisfaction; explains the solicitation and the non-professional services acquisition and administration processes; and works with customers to plan major upcoming procurements including timelines and specification development.
3. Acts as technical expert on difficult and complex procurement specifications; interprets and ensures adherence to purchasing practices and procedures; provides expertise and advice on procurement matters; advises management of options and risks on issues involving procurement of goods and services; and trains off-site purchasing coordinators to ensure compliance with Metropolitan procurement policies and procedures.
4. Oversees Metropolitan's on-line enterprise procurement systems and supports upgrade projects, related user training, and continuous enhancement and testing for Oracle financials and procurement card.
5. Conducts periodic assessments of purchasing and makes recommendations to improve cost efficiency and effectiveness; leads reengineering efforts; stays current with changing technologies and external business practices and considers their possible use at Metropolitan.
6. Provides input on the development and revision of related Metropolitan policies and procedures.
7. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; and assesses employees' competencies and develops training plans.

8. Develops team goals, long and intermediate term strategies, and priorities; develops a business plan that ensures the accomplishment of the team goals; tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
9. Writes and directs the preparation of reports and makes presentations as required.
10. Develops team methods and operating procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures.
11. Performs other duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Solicitation and contracting practices; public purchasing practices, concepts, and techniques; automated financial and purchasing systems including advanced features; management and supervisory concepts and techniques; budgetary practices, concepts, and procedures; relevant federal, state, local laws, and public contracting and procurement codes; negotiation techniques; project management; contract administration; and trends and emerging technologies of public purchasing and contracting.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of team members; facilitate cooperation; mentor, develop, and motivate staff; exercise judgment and discretion; effectively analyze issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, public agencies, contractors, vendors, and the public; use standard business, financial and purchasing applications; develop and analyze complex specifications and proposals; resolve complex procurement problems; and develop effective and cost efficient organization-wide purchasing programs.

Job Title: Procurement Team Manager

Job Code: TM038

Adopted: 04/07/05

Revised: 02/14/17

Supersedes: 04/15/13

Page: 2

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Professional certification in procurement or contracting.
- Knowledge of Oracle financial and purchasing applications.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

Job Title: Procurement Team Manager

Job Code: TM038

Adopted: 04/07/05

Revised: 02/14/17

Supersedes: 04/15/13

Page: 3